

Step	Action																											
1	<p>Match Exception information can be accessed through one of two navigation paths:</p> <p>Accounts Payable&gt;Vouchers&gt;Add/Update&gt;Regular – Find Existing Value tab or Accounts Payable&gt;Review Accounts Payable Information&gt;Vouchers&gt;Match Workbench</p>																											
2	<p>The Match Workbench allows a user to view a list of vouchers and match information, according to specified search criteria. This page and the pages accessible from it enable you to override exceptions, correct errors, put vouchers on a match hold, initiate the Matching process and undo matched vouchers.</p> <p>To locate all of your agencies vouchers with match exceptions, navigate to Accounts Payable&gt;Review Accounts Payable Information&gt;Vouchers&gt;Match Workbench</p> <p>Enter your Business Unit number and select a Match Status and click Search</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Match Workbench</b></p> <p>Use Saved Search: <input type="text" value=""/> <a href="#">Process Monitor</a></p> <hr/> <p>Business Unit: <input type="text" value="equal to"/> <input type="text" value="17300"/> <input type="button" value="Search"/></p> <p>Match Status: <input type="text" value="equal to"/> <input type="text" value="Match Exceptions Exist"/> <input type="button" value="Search"/></p> <p>Voucher ID: <input type="text" value="All Values"/></p> <p>Vendor SetID: <input type="text" value="equal to"/> <input type="text" value="SOKID"/> <input type="button" value="Search"/></p> <p>Vendor ID: <input type="text" value="All Values"/></p> <hr/> <p>Max Rows to Retrieve: <input type="text" value="300"/></p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Advanced Search</a> <input type="button" value="Save Search Criteria"/> <input type="button" value="Delete Saved Search"/> <a href="#">Personalize Search</a> </p> </div>																											
3	<p>The system will return a list of all vouchers that meet the selected criteria.</p> <ol style="list-style-type: none"> <li>1. To view the listed Match Exceptions, click on the Match Exceptions Exist hyperlink.</li> <li>2. To view the voucher, click on the voucher id hyperlink.</li> </ol> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Search Results for Match Inquiry Type: Match Exceptions Exist</p> <p>Select to perform an Action on a row. <input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p style="text-align: right;">Customize   Find   View All   First 1-10 of 27 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Select</th> <th>Match</th> <th>Business Unit</th> <th>Vouchers</th> <th>Vendor ID</th> <th>Financial Sanctions Status</th> <th>Invoice Number</th> <th>Gross Amt</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">Match Exceptions Exist</a></td> <td>17300</td> <td><a href="#">00000017</a></td> <td>0000000015</td> <td>Valid</td> <td>CC011</td> <td>32.90</td> <td>USD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">Match Exceptions Exist</a></td> <td>17300</td> <td><a href="#">00000021</a></td> <td>0000000036</td> <td>Valid</td> <td>MS00_15</td> <td>10115.00</td> <td>USD</td> </tr> </tbody> </table> </div>	Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency	<input type="checkbox"/>	<a href="#">Match Exceptions Exist</a>	17300	<a href="#">00000017</a>	0000000015	Valid	CC011	32.90	USD	<input type="checkbox"/>	<a href="#">Match Exceptions Exist</a>	17300	<a href="#">00000021</a>	0000000036	Valid	MS00_15	10115.00	USD
Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency																				
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Step	Action
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5 When you click on the Match Exceptions Exist hyperlink, a new window will open up and the Match Exceptions Workbench Details page will be displayed.

### Match Exception Workbench Details

**Business Unit:** 17300 DofA      **Voucher:** 00000017      **Invoice:** CC011  
**Vendor:** 0000000015      **Vendor SetID:** SOKID      **Vendor Location:** MAIN  
**Vendor Name:** COCA-COLA ENTERPRISES INC      **Match Due Date:** 01/08/2010      **Invoice Date:** 01/08/2010  
**Updated By:**      **Due Date:** 02/07/2010      **Matched Date:** 03/04/2010  
**Terms:** NET30      **Origin:** ONL      **Match Status:** Match Exceptions Exist  
**Gross Amt:** 32.90      **Control Group:**      **Match Type:**

[Match Exception Summary](#)      **Voucher Match Action:**

[Document Details](#)      **Line Details**      Find | View All    First 1 of 1 Last

**Voucher Line Number:** 2      **Voucher Line Match Action:**   
**PO Business Unit:** 17300      **PO Number:** 0000000032  
**Line Number:** 1      **Schedule Number:** 1  
**View Document:** Purchase Order  
**Document Id:** 17300 0000000032

[Line Document Details](#)

Match Rules				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
	No receipts found	0000000032	0000000032	
	Life to Date Voucher Amount > PO Schedule Amount +	32.90	32.90	
	Life to Date Voucher Amount > PO Schedule Amount +	32.90	32.90	
	Life to Date Vchr Amt > LTD Receipt Schedule Amt	32.9		0
	Voucher Line Price <=> PO Price with PO Amount T	3.29000	3.29000	
	Voucher Line Price <=> PO Price with PO Percent	3.29000	3.29000	

A user can view various pages from this screen.

1. This Icon indicates that this Match Rule has an exception.
2. Provides detailed Match Rule information.

### Match Rule Details

No receipts found

**Match Control:** STANDARD      **Match Rule Type:** DATAENTRY  
**Match Rule:** 100      **Description:** No receipts found

No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line

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3. Provides summary information about the match exception.

**Match Exception Workbench Summary**

<b>Business Unit:</b> 17300 DofA	<b>Voucher:</b> 00000017	<b>Invoice:</b> CC011
<b>Vendor:</b> 0000000015	<b>Vendor SetID:</b> SOKID	<b>Vendor Location:</b> MAIN
<b>Vendor Name:</b> COCA-COLA ENTERPRISES INC	<b>Match Due Date:</b> 01/08/2010	<b>Invoice Date:</b> 01/08/2010
<b>Updated By:</b> KAP_SUPERUSER	<b>Due Date:</b> 02/07/2010	<b>Matched Date:</b> 03/04/2010
<b>Terms:</b> NET30	<b>Origin:</b> ONL	<b>Match Status:</b> Match Exceptions Exist
<b>Gross Amt:</b> 32.90 USD	<b>Control Group:</b>	<b>Match Type:</b>

Invoice Line Errors Customize | Find | View All | First 1-2 of 2 | Last

Voucher Line	Match Rule ID	Description
2	100	No receipts found
2	451	Life to Date Vchr Amt > LTD Receipt Schedule Amt

Return

4. View voucher, purchase order, and receiver attributes for all lines.

**Associated Document Information**

Match Object Details Find | View All | First 1 of 1 | Last

Attribute	Voucher	Purchase Order	Receiver
<b>Business Unit:</b>	17300	17300	
<b>Document ID:</b>	00000017	0000000032	
<b>Line Number:</b>	2	1	0
<b>Schedule Number:</b>		1	0
<b>Vendor Setid:</b>	SOKID	SOKID	
<b>Vendor ID:</b>	0000000015	0000000015	
<b>Vendor Location:</b>	MAIN	MAIN	
<b>Item Setid:</b>	SOKID	SOKID	
<b>Item Id:</b>			
<b>Quantity:</b>	10.0000	10.0000	0.0000
<b>Unit Price:</b>	3.29000	3.29000	0.00000
<b>Unit Of Measure:</b>	EA	EA	
<b>Merchandise Amount:</b>	32.90	32.90	0.00
<b>Inspection Required:</b>			
<b>Buyer Id:</b>		KPO_KS_SUPER_BUYER	
<b>Receiving Required:</b>		Y	

Return

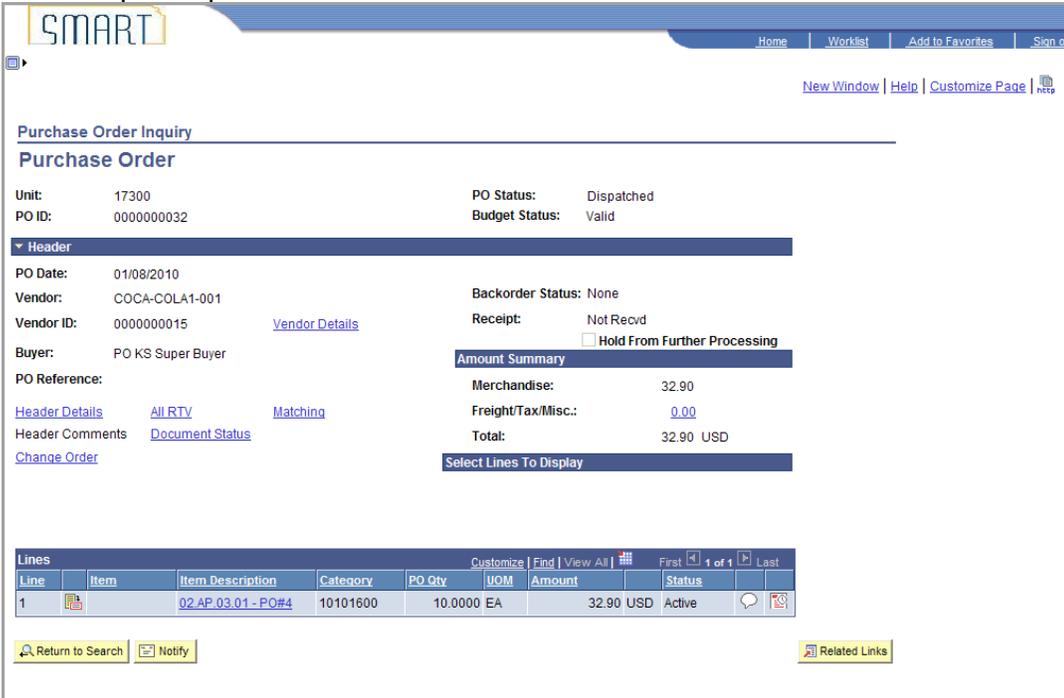
5. View voucher, purchase order, and receiver attributes for a specific line.

**Associated Document Information**

Match Object Details Find | View All | First 1 of 1 | Last

Attribute	Voucher	Purchase Order	Receiver
<b>Business Unit:</b>	17300	17300	
<b>Document ID:</b>	00000017	0000000032	
<b>Line Number:</b>	2	1	0
<b>Schedule Number:</b>		1	0
<b>Vendor Setid:</b>	SOKID	SOKID	
<b>Vendor ID:</b>	0000000015	0000000015	
<b>Vendor Location:</b>	MAIN	MAIN	
<b>Item Setid:</b>	SOKID	SOKID	
<b>Item Id:</b>			
<b>Quantity:</b>	10.0000	10.0000	0.0000
<b>Unit Price:</b>	3.29000	3.29000	0.00000
<b>Unit Of Measure:</b>	EA	EA	
<b>Merchandise Amount:</b>	32.90	32.90	0.00
<b>Inspection Required:</b>			
<b>Buyer Id:</b>		KPO_KS_SUPER_BUYER	
<b>Receiving Required:</b>		Y	

Return

Step	Action																
7	<p>6. Opens up the associated Purchase Order.</p>  <p><b>Purchase Order Inquiry</b></p> <p><b>Purchase Order</b></p> <p>Unit: 17300 PO Status: Dispatched    PO ID: 0000000032 Budget Status: Valid</p> <p><b>Header</b></p> <p>PO Date: 01/08/2010 Backorder Status: None    Vendor: COCA-COLA1-001 Receipt: Not Recvd    Vendor ID: 0000000015 <a href="#">Vendor Details</a> <input type="checkbox"/> Hold From Further Processing    Buyer: PO KS Super Buyer</p> <p><b>Amount Summary</b></p> <p>Merchandise: 32.90    Freight/Tax/Misc.: 0.00    Total: 32.90 USD</p> <p><b>Lines</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Item Description</th> <th>Category</th> <th>PO Qty</th> <th>UOM</th> <th>Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>02 AP.03.01 - PO#4</td> <td>10101600</td> <td>10.0000</td> <td>EA</td> <td>32.90 USD</td> <td>Active</td> </tr> </tbody> </table>	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	1		02 AP.03.01 - PO#4	10101600	10.0000	EA	32.90 USD	Active
Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status										
1		02 AP.03.01 - PO#4	10101600	10.0000	EA	32.90 USD	Active										
8	<p>Match Exceptions should be corrected by updating the Purchase Order, adding a receipt, performing an inspection or updating the voucher. Please refer to the Match Rules job aid for more detailed information about specific match exceptions and solutions.</p>																